

EMPLOYABILITY SKILLS THAT CAN BE LEARNED IN SCHOOL

Academic Skills

Communication

Read and understand written materials
Write in the language in which business is conducted
Speak in the language in which business is conducted

Mathematics

Understand charts and graphs
Understand basic mathematics
Use mathematics to solve problems

Science and Technology

Use scientific method to solve problems
Understand basic science
Use tools and equipment

Problem Solving

Use research and library skills
Use specialized skills and knowledge or know how to access it
Understand systems and complex relationships

Personal Management Skills

Responsibility

Attend school/work daily and on time
Meet school/work deadlines
Demonstrate self-control

Organization

Pay attention to details
Follow written instructions and directions
Follow oral instructions and directions

Flexibility

Learn new skills
Identify and suggest new ways to get the job done
Work without supervision

Career Development

Know personal strengths and weaknesses
Develop career plans

Teamwork Skills

Communicating

Listen to other group members
Express ideas to other group members

Responsive

Work in changing settings and with people of differing backgrounds
Be sensitive to the group members ideas and views
Be willing to compromise to best accomplish the goal

Contributing

Actively participate in a group
Know the group's rules and values

Leadership

Be a leader or follower to best accomplish the goal



O*NET® Career Exploration Tools

The O*NET® Career Exploration Tools are a suite of assessment instruments designed for career counseling, career planning, and career exploration. These tools are designed to assist a wide variety of individuals in gaining personal insights that will help them to identify occupations that they might find satisfying.

The O*NET® Interest Profiler™ (paper-and-pencil and computerized versions) helps people discover the type of work activities and tasks that they would enjoy on the job. They can then identify the occupations that most closely match their primary interests.

The O*NET® Work Importance Locator™ and O*NET® Work Importance Profiler™ (paper-and-pencil and computerized versions, respectively) help clarify what people find most important in jobs. They can then identify O*NET occupations that they are likely to find satisfying, based on the similarity between what is important to them in a job and the characteristics of the occupations.

The O*NET® Ability Profiler™ is an assessment developed for counseling and career exploration that measures nine job-relevant abilities. Its customized score reports can help people explore the world of work by comparing their abilities to the abilities necessary to perform different occupations. Knowing their relative strengths can help them decide what kinds of jobs and careers they want to explore and identify areas where they might want to pursue more education and training.

Students and others new to the job market can use these tools to explore career possibilities. These tools also can help workers facing career transitions to expand their range of potential employment options. Individuals may link to information on more than 900 occupations described in the O*NET database via O*NET OnLine (<http://online.onetcenter.org>) on the Internet. O*NET OnLine also links to America's Career InfoNet (www.acinet.org), thereby allowing individuals to relate their assessment results to the requirements of occupations in the labor market. These tools also can be used with a number of public and private career and labor market information systems that have integrated O*NET information.

Use of a variety of tools supports the whole-person approach to assessment, providing a firmer basis for individuals to make important career decisions. In addition, the O*NET Career Exploration Tools were designed so that individuals could take one or more of these assessments, based on their particular needs. The O*NET Interest Profiler, O*NET Work Importance Locator and the O*NET Ability Profiler are available for purchase from the Government Printing Office (GPO) at: <http://bookstore.gpo.gov/>. To download the O*NET Career Exploration Tools, visit <http://www.onetcenter.org>.

The O*NET Career Exploration Tools adhere to the highest standards of pertinent national professional associations. They were developed in a multi-year collaboration among State agencies, public and private consulting firms, workforce development organizations, and the public. Further information, including detailed descriptions of each set of tools, is available on the website at www.onetcenter.org.

District Survey (k-12) of current activities that support the new Standards of Career and Education and Work....

	Grade	School Building	Teacher	Subject	Time of Year	Community Involvement
I. Career Awareness and Preparation						
Analyze career options based on interest, attitudes, achievements and goals.						
Analyze the relationship between career choices and career preparation.						
Evaluate school-based opportunities for connection to the workplace.						
Assess the implementation of an individualized career plan through a career portfolio.						
II. Career Acquisition (Getting a Job)						
Apply effective speaking and listening skills used in a job interview.						
Apply research skills in searching for a job.						
Develop and assemble career acquisition documents such as cover letter, resume, etc.						
Demonstrate in the career acquisition process the application of essential work place skills such as: Technical Literacy; Communication; Team Building; Labor Laws/Regulations; and Personal Initiative.						
III. Career Retention and Advancement						
Evaluate personal attitudes and work habits that support career retention and advancement.						
Evaluate, describe and illustrate team member skills such as active listening, conflict resolution and time management.						
Develop a personal budget based on career choice such as: Fixed and Variable Expenses; Taxes; Gross Pay; and Net Pay.						
Evaluate strategies for career retention and advancement in response to the changing global workplace and how lifelong learning impacts career retention and advancement.						
IV. Entrepreneurship						
Analyze how entrepreneurial skills relate to personal career goals, corporate opportunities and personal character traits.						
Develop a business plan for an entrepreneurial concept of personal interest and identify available resources such as: Community Based Organizations; Financial Institutions; Small Business Administration Services; and Venture Capital.						

Helping Youth Make Informed and Considered Career Decisions: Guidance for Parents and Caregivers

Today's youth will need high-level work-related and career management skills if they are to successfully navigate contemporary workplace demands. Career management skills include the ability to quickly change jobs or even careers, to manage periods of unemployment, to decide which skills to acquire to compete, and to market one's self effectively. Parents can play an important role in preparing their child for a labor market that is fast changing, highly competitive, and global.

A parent's influence can range from helping a young child to understand her strengths and talents to later supporting and advising her in negotiating the complex world of postsecondary planning and decision-making or even in marketing herself effectively. The importance of parent involvement in a child's career development cannot be minimized and in today's climate is more important than ever.

Current estimates are that one in six workers will change jobs in any given year. Parents must communicate a value for rigorous education and encourage their child to take advanced coursework especially in mathematics, science, and technology. In order to thrive in the 21st century workplace, a young person will need up-to-date and reliable information and know-how to make informed and considered career decisions.

The good news is that this information is highly accessible and free!

Most schools and many public libraries and agencies have career information and services that can provide critical assistance to parents and older youth in career planning and career development. Career information includes information about occupations, industries, education and training programs and providers, financial aid, decision-making, and job seeking. It comes from a variety of sources. High quality career information is distinguished by its readability, accuracy, audience appropriateness, and compliance with industry standards. It is vital to have good career information in making informed and considered career decisions. Professional counselors can help students and parents in understanding and using career information.

One of the most important tools available to parents for helping young people to think critically about their place in the work world is the career information delivery system (CIDS).

CIDS combine various types of up-to-date career information and provide assessment and search capabilities. There are many national and state systems available through schools, workforce development offices, libraries and technical colleges and universities. The presence of a valuable tool does not necessarily mean that the child will use the tool.

So, what can you do?

Guide your child in exploring and using career planning information and services. If he is willing, do it alongside him. If not, explore the CIDS for yourself and share what YOU have learned. Communicate the expectation that he access career information and services wherever they are available. Let him know that in many instances, counselors, even city librarians will guide and assist him in using career planning tools. Explain the benefits of using such tools to identify interests, work values, strengths, abilities, and aptitudes. Encourage him to explore his career interests through school activities such as internships or coop and through more informal activities such as touring a college or workplace.

While you can do much to assist and encourage your child, research shows that career information delivered by counselors is much more powerful than information by itself. Therefore, speak to your child's principal about the school's career development programs and career guidance services. This is true at the elementary as well as the high school level. School counselors, for example, should guide students of all ages through important career planning processes, including self awareness (truly knowing their career interests, aptitudes, and work values); career exploration (through activities, games, reading about occupations, researching education and training requirements); and career planning and decision-making (developing a career plan, narrowing choices, and identifying a postsecondary goal.)

Start early! Even elementary students can understand that the many desirable jobs those that offer higher pay, more generous benefits, the possibility of growth, variety, and challenge -- require education and training beyond high school.

Finally, talk with your child about the important concept of work satisfaction. That is, that she can and will find work that suits her well and leads to satisfaction, fulfillment, and high achievement. This will occur only 'if' she takes the time to make an informed and considered career decision, which she will surely do with good career information and your help!

Additional Resources:

- To identify your state's CIDS, go to www.acrnetwork.org/network.htm
- To identify national systems, go to <http://acsci.org/Survey/vendor.asp>.
- For more on making informed and considered career decisions, go to www.acrna.net/publications/iccd-sub1.pdf
- For more information on parental involvement activities, go to www.acrnetwork.org/parents.aspx



